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DRAFT

STREAMLINE MANAGEMENT - IMPROVE REPORTING
AND REDUCE RELATED PAPERWORK

Reports Are Expensive

The Executive Branch of the federal government reportedly spends about \$4 BILLION per year on reports and related paperwork.

The President Acts to Reduce Reporting Costs

President Nixon has set a \$200 MILLION reduction in this cost as a goal for fiscal year 1971.

The kick off to this attack on Executive Branch reporting costs came with a memorandum from the President to the Heads of all Departments and Agencies on August 5, 1970. The campaign involves:

1. A Government-wide effort to analyze requirements for reports, and the elimination of those not meeting a rigorous standard of need; and
2. The review of information control systems, with the development of efficient alternatives to traditional reporting methods.

A Three-Pronged Approach: Phase I

The President's letter to department and agency heads inaugurated the implementation of a government-wide study to improve

federal reporting and the reduction of related paperwork, the first of a three-pronged approach to improve management in the Executive Branch, established in Bureau of the Budget Circular No. A-44, Revised, February 16, 1970.

The study is quite broad in scope. It includes: (1) a review of public, interagency, and significant internal reporting requirements; (2) a review of the organization, functions, and resources utilized for reporting systems and reports management and the recommendation of improvements; and (3) research and development studies to formulate future plans for reporting systems and related paperwork. Each department and agency is required to: (1) identify the public, interagency, and significant internal reporting systems for which it is responsible and determine the current annual cost of these systems; (2) establish goals of the annual dollar and man hours savings to be achieved from a review of these reporting requirements during the period January 1, 1970 to June 30, 1971; and (3) review its public interagency and significant internal reporting systems and to (a) eliminate unnecessary and uneconomical reports and reporting systems, (b) consolidate and shorten reports, (c) reduce the number of reports copies, (d) simplify the collection of data and the processing of reports, (e) improve the quality and usefulness of the data being submitted and (f) reduce reporting requirements. The results of the study and saving goals as well as continuing progress in this management area are to be submitted to the Office of Management and Budget as a part of the annual management improvement report.

The Agency Campaign

The Agency has divided the reports study into two parts. One, and the first part to be implemented, deals with administrative/management reporting. The primary responsibility for the study was assigned to the Office of Planning, Programming and Budgeting assisted by a task force of one senior officer from each Directorate and the office of the Inspector General. The second part of this study will address intelligence reporting and will be conducted separately.

Support Directorate Approach

The Deputy Director for Support, in turn, established a Support Directorate Task Force, consisting of a senior officer from each Support Directorate Office with the Chief, Support Services Staff serving as the DD/S Project Director. The Support Office Task Force began the DD/S reporting and reduction of related paperwork study by initiating a detailed inventory of reports in the DD/S. The DD/S functional offices assisted the overall Agency effort by including any reports which they required from other Agency components. The rationale was that the reports created by other components generally served as feeder reports to internal DD/S systems and could be identified more readily by Offices of the Support Directorate.

CLARIFY

The initial Support Directorate reports inventory was a massive undertaking. Reports were recorded with a total annual cost of \$1,793,599. 899 of these were reports produced in automatic data processing systems while 785 were produced under manual information systems. The overall Agency cost in reports production annually was estimated as _____ ,

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clerk,

More Work is Needed

This is a significant cost to Agency administration and indicates the need for tighter reports control through an Agency-wide reports management program. The Office of Planning, Programming, and Budgeting is in the process of developing such a program in relation to its Agency management improvement responsibility.

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REPORT REQUIREMENT TYPES

1. Includes reports that are required by a specific DD/S component prepared for use within the component. In other words, it is a report required by a component for its own use.
2. Includes reports that are required by any component of the DD/S Directorate levied either by Regulations, memorandum, or some other form which are prepared Agency wide. In other words, it is a DD/S Directorate requirement of all other CIA Agency component.
Example: RAB sends out a yearly requirement to other components in Agency to send in a records inventory.
3. Reports that are required by other CIA Agency component required of and prepared by DD/S components.
Example: DD/P asks Commo on number of puches they receive
4. Reports required from offices or other governmental Agencies external to CIA
5. Any reports required by OPPB.
6. Reports required by the DD/S (himself) or his Executive Office of DD/S Directorate components.
7. Reports required by any DD/S component to be prepared by other DD/S component only. This may mean one component or all components.

- c. The DD/S reports management effort be coordinated by the Support Services Staff through:
- (1) Issuance of reports management guidelines
 - (2) Assistance to functional offices in establishing and administering their internal reports management program
 - (3) Integration of the reports management program with the automated information processing effort to achieve balance in and between Support Directorate management information and reporting systems